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ABSTRACT

The Chancellor of the California Community Colleges reports annually to the Board of Governors on the number and types of new community college programs and courses approved during the preceding academic year. This state-level approval is based on the following criteria: appropriateness to the system's mission, need for the program or course, quality of design, feasibility for the college/district, and compliance with relevant law and policy. In 1988-89, the Chancellor's Office approved a total of 21 new programs, 38 "stand-alone" degree credit courses, and 72 nondegree credit courses. In addition, the Chancellor's Office approved 693 noncredit courses. Over 65% of these courses were either short-term vocational courses with high employment potential, courses for older adults, or English as a Second Language (ESL) courses. Between 1978-79 and 1988-89, the number of community colleges offering noncredit courses increased from 64 to 97, while the number of courses offered increased from 10,782 to 13,821. There was a noticeable drop of 20% in requests for approval of precollegiate basic skills courses, but a significant increase new mandated noncredit courses in "Citizenship for Immigrants" and ESL. Two tasks forces have been convened to clarify policy and develop regulations governing the approval and conduct of nondegree credit courses in basic skills and to develop regulations governing the provision of instruction for adults. The Chancellor's Office is also making progress toward streamlining and strengthening state-level approval procedures and validating the program inventory in the systemwide management information system. (JMC)

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Annual Report on Course and Program Approvals, 1988-89.

by Ronnald W. Farland

and

Rita Cepeda

JC 900228

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Paper discussed as agenda item 2 at the Board of Governors Meeting (Sacramento, California, May 10-11, 1990).

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Board of Governors
California Community Colleges
May 10-11, 1990

ANNUAL REPORT ON COURSE AND PROGRAM APPROVALS, 1988-89 — 2

First Reading, Action Scheduled

Background

The Chancellor reports annually to the Board of Governors on the number and types of new community college programs and courses approved during the preceding academic year. This state-level approval, which is required by the *Education Code* and Title 5, is based on the following criteria: (a) appropriateness to the system's mission, (b) need for the program or course, (c) quality of design, (d) feasibility for the college/district, and (e) compliance with relevant law, regulation, and Board policy . This agenda item constitutes that annual report.

Analysis

For the 1988-89 academic year, the Chancellor's Office approved a total of 21 new programs (including two modifications of existing programs), 38 "stand-alone" degree credit courses, 72 nondegree credit courses, and 693 noncredit courses. Tables 1 through 7 detail the approval decisions. In section II, the report also indicates progress toward streamlining and strengthening State-level approval procedures and identifying and validating the program inventory in the systemwide Management Information System (MIS).

Recommended Action

That the Board of Governors accept the *Annual Report on Course and Program Approvals, 1998-89*, submitted by the Chancellor.

Staff Presentation: *Ronnald W. Farland, Vice Chancellor*
Academic Affairs

Rita Cepeda, Dean
Educational Standards and Evaluation

Annual Report on Course and Program Approvals

1988-89

Background

The *Education Code* and Title 5 require the Chancellor's Office to:

- Approve each new program offered by a community college, each new course that is not part of any already approved program, and all new noncredit courses; and
- Report annually to the Board of Governors on the numbers and types of new programs and courses approved during the preceding academic year.

Section I of this report to the Board fulfills that requirement. Section II summarizes trends in course and program approvals, describes some long-range planning issues, and briefly reports on progress toward streamlining and strengthening approval procedures and implementing the curriculum data base for the systemwide Management Information System (MIS).

At its July 1989 meeting, the California Postsecondary Education Commission (CPEC) received an agenda item on the program review activities of all three segments of public higher education, entitled *Program Review: The Heart of the Enterprise*. The report commended the Chancellor's Office for its efforts to improve the conduct of its program review functions under the law. A subsequent report from the Chancellor's Office to CPEC on program approval and review activities for 1989-90 noted further progress in making reforms to this function and included an updated timeline.

Supporting documentation, or the appendices, for this annual report, including perintent excerpts from the *Edcuation Code* and Title 5, have been bond separately. Copies of this material are available on request from the Chancellor's Office.

Section I

Course and Program Approvals, 1988-89

This section constitutes the annual report to the Board of Governors on course and program approvals. It is divided into three parts:

A. Programs and Courses Submitted for Approval as Credit
B. Courses Submitted for Approval as Noncredit

C. Activities and Trends Affecting Course Development

Part A includes information on courses and programs that were approved, as well as information on those that were not. Part C is included to acquaint the Board with some current activities that are likely to shape this report in coming years.

A. Programs and Courses Submitted for Approval As Credit

Table 1 displays the number of community college programs and courses approved for credit (both degree applicable and nondegree applicable from 1981-82 through 1988-89, classified according to categories in the Taxonomy of Programs (TOP). Table 2 displays the same information graphically. Table 3 lists each program and degree credit course approved by the Chancellor's Office in 1988-89, grouped by discipline and college. Table 4 lists each new credit course that does not count toward an associate degree. (These courses prepare students to succeed in college-level courses.)

Finally, Table 5 provides information on courses that were not approved by the Chancellor's Office, by curriculum category and number of courses. Staff concluded that 5 of the 26 programs and 5 of the 115 courses submitted in 1988-89 did not meet approval criteria.

1. New Programs Approved

A total of 21 new programs were approved for 1988-89, a drop from the previous year's 28. The subject areas and the number of new programs approved in each are shown in Table 1 below. (Currently, there are more than 7,000 programs in the systemwide inventory maintained by the Chancellor's Office.)

2. New Degree Applicable Courses Approved

For 1988-89, degree-credit courses requiring separate Chancellor's Office approval were distributed among the program areas shown in Table 1.

By far the largest number of courses initiated by community colleges in any given year are transfer, general education, and vocational courses. However, because most such courses do not require State-level approval, the Chancellor's Office has no record of them. For this reason, the new course approvals reported here do not portray new curriculum development in the System as a whole, but only in those few areas where State-level approval is required. With full implementation of the Management Information System, however, staff will be able to provide the Board with summary data on all new community college courses offered each year. The 38 new "stand-alone" degree-credit courses were across the curricu-

lum, with the greatest concentration in literature, health, foreign languages, and the fine and applied arts.

3. *New Nondegree Applicable Courses Approved*

There were 72 new nondegree applicable courses approved for 1988-89. As shown in Table 4, the great majority were in precollegiate basic skills, English as a Second Language (ESL), and special courses for the disabled.

4. *Credit Programs and Courses Not Approved*

There were five credit programs and five courses submitted in 1988-89 that were not approved. They are listed in Table 5 by curriculum category.

TABLE 1

APPROVED DEGREE CREDIT PROGRAMS AND COURSES

1981-82 through 1988-89

	CURRICULUM CATEGORIES	1981-82		1982-83		1983-84		1984-85		1985-86		1986-87		1987-88		1988-89	
		Pgms	Crs	Pgms	Crs	Pgms	Crs	Pgms	Crs	Pgms	Crs	Pgms	Crs	Pgms	Crs	Pgms	Crs
0100	Ag. & Nat. Resources	1	0	0	3	0	2	0	1	0	1	1	0	0	0	0	1
0200	Arch. & Env. Design	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0
0400	Biological Science	3	0	0	0	0	0	0	4	0	1	0	0	0	1	0	0
0500	Business & Mgmt.	7	6	1	0	0	2	3	5	2	7	0	0	2	0	1	7
0600	Communications	1	3	0	2	0	2	0	1	2	12	0	5	2	0	0	0
0700	Computer & Info. Sci.	6	11	2	1	5	9	1	7	3	5	3	0	0	0	0	0
0800	Education	0	4	0	7	1	6	1	7	0	12	1	7	0	10	0	2
0900	Engin & Related Tech[1]	14	14	7	0	5	9	7	20	8	14	6	4	4	13	6	2
1000	Fine & Applied Arts	1	2	3	0	0	1	5	2	2	1	4	4	2	1	3	4
1100	Foreign Language	2	4	1	5	1	3	5	4	1	3	0	22	0	30	0	7
1200	Health Occupations	6	4	3	6	2	12	2	7	4	15	3	15	8	15	5	5
1300	Cons Ed & Home Econ	2	2	0	2	0	3	1	0	5	4	1	10	2	1	2	1
1400	Law	1	3	1	0	0	1	1	0	1	0	0	2	3	0	1	0
1500	Letters	4	1	0	1	0	1	1	9	0	2	0	7	0	4	0	0
1600	Library Science	0	1	0	0	0	0	0	0	0	0	0	3	0	1	0	0
1700	Math	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
1800	Military Science	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0
1900	Physical Science	4	2	1	0	0	0	0	0	0	5	0	0	0	3	0	1
2000	Psychology	0	1	0	1	0	2	0	0	0	0	0	3	0	0	0	0
2100	Public Affairs	1	0	2	0	1	2	1	3	2	6	3	3	2	8	1	2
2200	Social Science	4	7	2	2	1	2	0	4	0	5	4	2	0	0	1	2
3000	Commercial Services[2]	0	0	0	0	0	0	1	7	5	0	0	0	2	0	1	0
4900	Interdisciplinary[3]	2	10	0	15	0	11	0	34	3	15	0	41	1	101	1	3
4903	Non Degree Credit Courses	–	–	–	–	–	–	–	–	–	–	–	–	–	–	21	101
5300	Apprenticeship	3	1	13	0	0	3	0	0	0	0	0	0	0	0	0	0
	TOTALS	63	76	37	45	16	71	29	125	38	109	26	128	28	194	21	38

[1] Technologies include electronics, mechanical, industrial, drafting, printing, construction trades.

[2] Commercial services include food services.

[3] Interdisciplinary includes liberal studies, basic skills, English as a Second Language, and offerings for the substantially handicapped.

TABLE 2

APPROVED CREDIT PROGRAMS AND COURSES

1981-82 through 1988-89

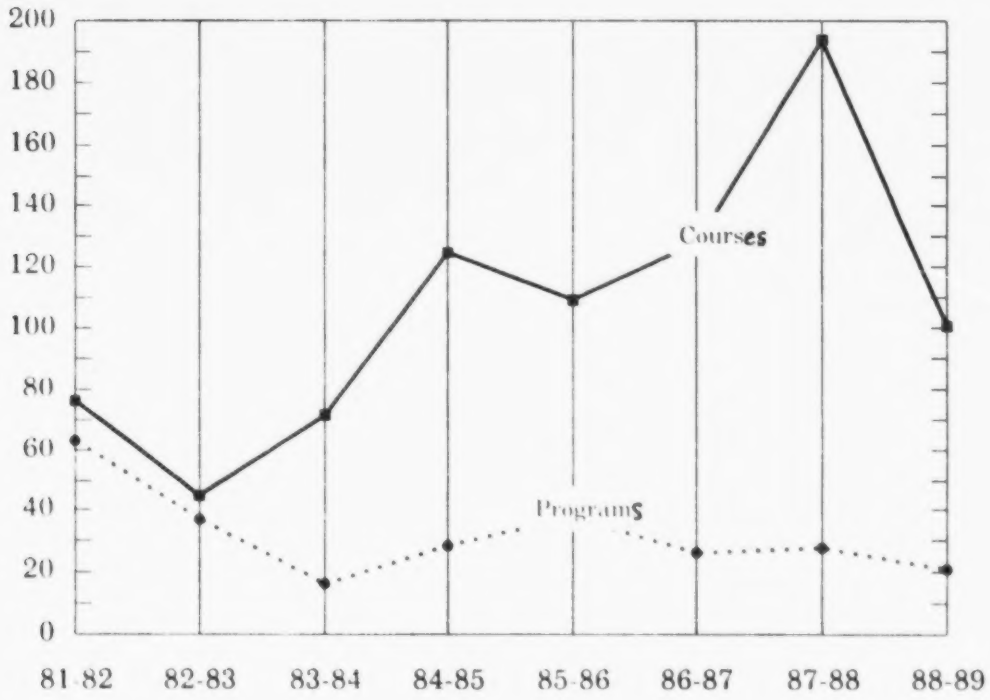

TABLE 3

APPROVED CREDIT PROGRAMS AND COURSES
(APPLICABLE TO THE ASSOCIATE DEGREE)
1988-89

Curriculum Categories	College	Program Title	Course Title
0100 Agriculture & Natural Resources	Merced		Oenology 10: Introduction to Oenology
0500 Business & Management	Evergreen	Real Estate (AA Degree)	Accounting & Finance
	Irvine		Supervision: Introduction Supervision: Basic Skills Supervision: Issues Employee Relations: Difficult Employees Employee Relations: Motivation Employee Relations: Communication
0800 Education	Bakersfield		Introduction to Elementary Education -CHDV 48
	Irvine		PRESS 1, Corrective and Rehabilitative
0900 Engineering and Related Technology	Bakersfield	Apprentice Program	
	Cabrillo	Operating Engineers Construction and Energy	
	Foothill	Management	
	Irvine	Electrical Workers Apprenticeship Training	
	Lassen	Laser Electronic Optics	Advanced C.A.D. Applications- ENGR 12
	Palomar	Electrician Apprenticeship Training	
	Santa Barbara	**Recreational Diving Industry Specialist	Electronic Equipment Construction ET 51
1000 Fine and Applied Arts	Bakersfield	Technical Theater (Certificate)	
	Chabot	**Graphic Communications	
	Feather River		Commedia dell Arte: History and Movement of Street Theater- Music 300 Introduction to Classical Guitar Drama 301 B
	Lassen		Music Theory Music 6A Music Theory Music 6B
	West Valley	Photograph	

* With Commendation
** Modified Approval

TABLE 3 - Continued

Curriculum Categories	College	Program Title	Course Title
1100 Foreign Language	Glendale	Licensed Vocational Nursing (Apprenticeship)	Part I Preoperativ Nursing ORN 295
	Golden West	Psychiatric Technician Apprenticeship Training (Certificate)	
	Merced	Emergency Medical Technology	
	San Jose City	Occupational Therapy Assistant	
	Sequoias, College of the	Sports Medicine Technician	
	Saddleback		Emergency Medical Technician 220- Paramedic Emergency Medical Technician 230- Paramedical Clinical Experience Emergency Medical Technician 240- Paramedic Field Internship
	Southwestern		Part I Preoperative Nursing ORN 295 Part II Preoperative Nursing: Clinical ORN 295
1300 Consumer Ed. and Home Economics	Coastline		*Safety and Security for Seniors
	Desert, College of the Imperial Valley	Early Childhood Education	
		Nutrition Management	
1400 Law	Shasta	Legal Assistant	
1900 Physical Science	Lassen		Engineering Physics Physics 4B
2100 Public	Butte	Addiction Counseling	

Affairs	Training	
	Rancho Santiago	Counseling 115 Training for Supporti Counseling of Older Adults
	Southwestern	FS925 Fire Tele-communications I FS925 Fire Technician In-Service High Rise Fire-Fighte Strategy & Tactics

* With Commendation
** Modified Approval

Table 3-Continued

Curriculum Categories	College	Program Title	Course Title
2200 Social Science	Lassen		You and Your Aging Parent
	Merced	Anthropology	SOC 61
	Santa Barbara		International Studies
3000 Commercial Services	Sierra	Apprenticeship-Cook, Chef	
4900 Inter-disciplinary	Fresno		Honors Colloquium
	Pasadena		Humanities and the Social Sciences
			Independent study

* With Commendation
** Modified Approval

TABLE 4 - Approved Credit Courses 1988-89
(Not Applicable to the Associate Degree)

Curriculum Categories	College	Program Title	Course Title
4900 Inter-disciplinary	Alameda	Computer Access Projects-LRNRE 255A C Computer Access-LRNRE 254A C Improving Cognitive Skills: Computer Assisted Instruction LRNRE 253A C *Independent Living Skills LRNRE 264 *Introduction: Math Concepts Math 258	
	Allan Hancock	*Learning Styles and Strategies LEARN 510	
	Coastline	SPEED 007AF-Special Ed. SPEED 001AB-Special Ed. SPEED 002AB-Special Ed. SPEED 003AB-Special Ed. SPEED 004AB-Special Ed. SPEED 005AB-Special Ed. SPEED 006AF-Interact ESL 029-Citizenship Education for ESL Students	
	Evergreen Valley	Guidance 150 Adaptive Word Processing Guidance 115 Computer Assisted Instr.	
	Gavilan	Basic Reading Skills ENGL 218 Basic Grammar & Reading ENGL 239 Survival English as a Second Language ENGL 280 Basic Math Skills-Math 214 Math Skills Improvement-Math 215	
	Glendale	English 150 Reading Skill Building for LD	
	Irvine	CISS 320-Adaptive Computer Assessment ESS 310-Basic English & Computer Skills ESS 330-Power Writing I ESS 331-Power Writing II ESS 340-Word Analysis Techniques ESS 345-Basic Reading and Vocabulary Development MSS 325-math: Basic Skills	

*With Commendation

TABLE 4 - Continued

Curriculum Categories	College	Program Title	Course Title
4900 Inter-disciplinary (Continued)	Laney	Job Seeking Skills-LRNRE 302	
		Computer Access Projects-LRNRE 378A-B	
		Orientation to College LRNRE 301	
	Long Beach	College Learning Skills Workshop-LEARN II	
		Basic Learning Skills: LEARN 17 AD	
	Merritt	Computer Access-LRNRE 378A-B	
		Improving Cognitive Skills: Computer Assisted instruction LRNRE 377A-B	
		Computer Access Projects LRNRE 379A-B	
	Ohlone	ESL 147-Second Language Communication Skills Level I	
		ESL 148-Second Language Communication Skills Level II	
	Orange Coast	ESL 001	
		ESL 002	
		ESL 003	
		ESL 004	
		ESL 005	
		ESL 006	
		ESL 007	
		ESL 008	
		ESL 009	
	Rancho Santiago	Counseling N43-Vocational Assessment	
		Assessment of Prior Learning N40-Learning Inventory	
		Special Services N70A Advances in Self-Adjust.	
		Special Services N70B Advances in Self Adjust.	
		Counseling N42-Self-Directed Job Search	
		Study Skills N75-Test Anxiety Workshop	
	Rio Hondo	*ESL Speaking and Listening	
		Reading 54: A Phonetic Approach	
	Solano	CR3481-Computer Access II	
		CR34811-Adapted Keyboarding	
		Special Services 348A-Acquisition Strategies	
		Special Services 348B-Concept Formation and Cognitive Interventions	
		Special Services 348C-Math Concepts for LD Adults	

*with Commendation

TABLE 4 - Continued

Curriculum Categories	College	Program Title	Course Title
4900 Inter-disciplinary (Continued)	Solano, (Continued)	Special Services 348D-Process & Organization in Learning	
		Special Services 348E-Disability and Social Resources	
		Special Services 348F-CAI Cognitive Dev.	
		Special Services 348G-CAI Adaptive	
	Southwestern		
		Remedial Speech Laboratory I-SPCH I	
		Pronounciation for ESL Students ESL 15	
		English as a Second Language Reading ESL 50	
		Short Theme Mastery with the Word Processor-ENGL 46	
		Sentence Mastery Using Word Processor-ENGL 42	
		Paragraph Mastery with the Word Processor-ENGL 44	
		Fundamentals for Grammar & Usage-ENGL 60	

*With Commendation

TABLE 5

NUMBER OF PROGRAMS AND CREDIT COURSES
(Not Approved or Closed Without Action)
1988-89, by Curriculum Category

Curriculum Category		Programs	Courses
0900	Engineering and Related Technology	3	
1000	Fine and Applied Arts	1	1
1300	Consumer Ed. and Home Economics		1
2100	Public Affairs		1
2200	Social Science	1	
4900	Interdisciplinary Basic Skills		2
	Total	5	5

B. Courses Submitted for Approval as Noncredit

Noncredit Courses Approved

During 1988-89, the Chancellor's Office approved a total of 693 noncredit courses, an increase of approximately 5.3 percent over the previous year. Table 6 displays the number and percentage of newly approved courses, grouped by State-supported categories. Over 65 percent (470) of these courses fell into one of three categories: (a) short-term vocational courses with high-employment potential, (b) courses for older adults, and (c) English as a Second Language. Eight noncredit courses were disapproved because staff deemed them to be either community service classes or not appropriate to the categories of courses eligible for state funding, as defined by Section 84711 of the *Education Code*.

TABLE 6

NUMBER OF NONCREDIT COURSES APPROVED STATEWIDE
1988-89

Area	Number Approved	Percent of Total
Parenting	22	3.2
Elementary and Secondary Basic Skills[1]	54	7.8
English as a Second Language	75	10.8
Citizenship for Immigrants	47	6.8
Courses for Handicapped	22	3.2
Short-Term Vocational	233	33.6
Courses for Older Adults	162	23.4
Home Economics	37	5.3
Health and Safety	41	5.9
Total	**693**	**100.0**

[1] Includes tutoring courses which, by Board action, must now be categorized as noncredit.

The data in Table 7 cover a twelve-year period, 1977-78 through 1988-89. They show the number of community colleges approved to offer noncredit courses; the total number of approved noncredit courses listed in the statewide inventory maintained by the Chancellor's Office; and the yearly percentage change.

Between 1978-79 and 1988-89, the number of community colleges offering noncredit courses increased by 35. Of these, twelve colleges use noncredit only in order to offer tutorial courses, since by Board regulation such courses may not be offered for credit.

TABLE 7

NUMBER OF COLLEGES OFFERING NONCREDIT COURSES AND NUMBER OF NONCREDIT COURSES APPROVED STATEWIDE

1977-78 through 1988-89

Year	Number of Colleges	Courses		
		Number of Courses	Change	Percent Change
1977-78	64	10,782		
1978-79	59	7,095	3,681	-34.0
1979-80	63	8,928	+1,833	+25.8
1980-81	67	11,563	+2,635	+29.5
1981-82	69	10,067	-1,496	-12.9
1982-83	70	9,473	-594	-5.9
1983-84	71	9,740	+267	+2.8
1984-85	80	10,478	+738	+7.6
1985-86	86	11,742	+1,265	+12.1
1986-87	93	12,470	+728	+6.2
1987-88	94	13,128	+658	+5.3
1988-89	37	13,821	693	+5.3

C. Activities and Trends Affecting Course Development

At this time, considerable policy development is occurring in both nondegree credit courses and noncredit courses. New policies are being sought that will carefully delineate two functions: (1) that of enabling underprepared students to succeed in college-level courses, as is the intent of nondegree credit courses; and (2) that of providing survival and high school equivalency to adults, part of the intent of the noncredit curriculum. The latter function is shared with the K-Adult system of public school districts, while the former is part of the mission of the community colleges.

Currently, two task forces are meeting on these questions: (1) the Basic Skills Task Force convened by the Chancellor's Office to clarify policy and develop regulations governing the approval and conduct of nondegree credit courses, and (2) the Adult Education Steering Committee convened jointly by the Chancellor's Office and the State Department of Education to clarify policy and develop regulations governing the provision of instruction for adults by both segments.*

* This steering committee is implementing the 14 recommendations from the mandated study, *Adult Education for the 21st Century: Strategic Plan to Meet California's Long-Term Adult Education Needs* (Adult Education Advisory Committee, State Department of Education, Sacramento 1988)

There has been a noticeable drop of 20 percent in the requests for approval of precollegiate basic skills courses. This may reflect the colleges' desire to defer seeking approval for new courses in this area until the Board of Governors defines precollegiate basic skills, adopts regulations, and publishes guidelines and suggestions for the development of such courses.

There also has been a decrease in the number of new noncredit courses submitted for approval in the area of elementary and secondary basic skills, although the reasons for this decrease are not clear. It may signify that colleges are awaiting clarification as to when such courses are to be viewed as "precollegiate" and when not; or, alternatively, it may simply mean that most colleges feel that their current offerings in these areas are sufficient.

Meanwhile, the proportion of courses in the mandated noncredit categories "Citizenship for Immigrants" and "English as a Second Language" increased significantly over 1987-88. Courses in the first category went from 0.6 percent of all new noncredit courses to 6.8 percent, while those in the second category went from 1.5 percent of new approvals to 10.8 percent. This responsiveness by community colleges to the federal government's amnesty program, designed to facilitate full citizenship for recent immigrants, is to be commended, especially in view of the fact that local districts have had to "carry" such courses in their own budgets over several years due to significant delays in the dispersal of federal funds.

Section II

Improvements in the Chancellor's Office Program and Course Approvals Procedures

In anticipation of upcoming demands that will be placed upon the system for the development of new programs and campuses, the Chancellor's Office is taking the following steps now to assure continuing quality in all current offerings, appropriate innovation in response to new opportunities, and an orderly planning process for the substantial expansion of system capacity:

1. Accurate identification of all existing programs and program requirements and validation of the current Inventory of Approved Programs that will form the heart of the curricular data base in the Management Information System (MIS).

2. Design of the MIS to permit flexible use of existing program and course data for planning and evaluation purposes oriented to both academic disciplines and occupational fields.

3. Revision of State approval procedures to make them both more flexible and more rigorous, allowing for rapid turnaround on approvals for limited-term and

pilot programs and for the approval of substantial changes to existing programs, as well as for better use of labor market data.

4. Clarification of the standards for new colleges with respect to the comprehensive core curriculum and new occupational programs; advance approval for courses in the traditional liberal arts disciplines that meet the recently strengthened standards.

5. Publication of a new handbook on curriculum and instruction to include not only regulations and procedures, but examples, suggestions, and background materials as resources for administrators and faculty in developing and reviewing curriculum.

Progress on Implementation of "Five-Point Plan"

The above actions represent in part a further refinement of the "Five-Point Plan" that was described in last year's report on course and program approvals. These refinements are the result of several meetings with the field and agreement as to the most feasible implementation of the original five points.

A streamlining of internal procedures has just been finalized that includes:

(a) A data base for tracking applications through the approval process from which interim notifications or final determinations can be automatically printed out and which allows for a cross-referencing of course objectives, special cases, and precedent-setting determinations.

(b) Checklists and instructions for Chancellor's Office staff to decrease the time required for each review and assure greater consistency among reviewers and over time.

(c) In-house training for Chancellor's Office review staff on the use of these checklists.

(d) Point-for-point relationship between the above procedures, standards, and terminology and the content of the handbook to be distributed to the field. In streamlining internal procedures, several levels of program approval have been introduced to increase the flexibility of the Chancellor's Office to respond appropriately to the diverse approval situations common to the community colleges and to allow for a speedier turnaround of some types of approvals. Specifically, the new procedures now permit a distinction to be made between the following levels of approval:

Full Approval: Authorizes the publication and issuance of degrees for a new program, as well as construction or remodeling of required facilities,

hiring of faculty with expertise in the new program area, etc. Full approval should be requested when a college proposes to make a major new commitment of resources and must be justified by documentation that shows significant need for the program. Processing of such approvals requires six months, and includes review and concurrence by the California Postsecondary Education Commission (CPEC).

Modified Approval: Authorizes the publication and issuance of degrees for a previously approved program that has been "modified in [a] substantial way." Modified approval should be requested when a college proposes to make a new use of available faculty and facilities' resources by modifying program requirements, defining new program options, establishing "spin-off" programs, or make other substantial changes. (A "substantial" change to a program is one which has, as a consequence, that students fulfilling the modified course requirements no longer meet the objectives for which the program was originally approved.) Requests for such changes require less documentation, do not require CPEC review and will be processed within three months.

Limited Approval: Authorizes a college to offer a program through one complete cycle or some other specified duration. Limited approval should be requested when a college requires a prompt decision in order to conduct short-term training programs, enter into industry partnerships, or pilot test a possible new program for a limited time. Applications for limited approval can be processed in as little as six weeks if all information is included. CPEC review for limited approvals is not required.

In 1988-89, for example, Chabot College received a modified approval permitting it to combine resources from its existing commercial art and commercial photography programs into a newly modified program in Graphic Communications. Santa Barbara also received modified approval for a vocational certificate in Recreational Diving and Industry as an option under its existing approval for Marine Technology. Cypress College received limited approval to pilot test two new desktop publishing programs, and Bakersfield College received limited approval to pilot test a new program in Clothing and Textiles.

Full explanations of these different levels of program approval, as well as explanations of the terminology and standards now being used for Chancellor's Office review, will be included in the new handbook to assure full understanding and to facilitate preparation of requests that will go through the approval process smoothly. The Chancellor's Office anticipates that given the new internal procedures, approvals will show some decrease in turn-around time in 1990, with more substantial decreases expected once the new handbook is in widespread use.

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